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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Secretary, Incentive Awards Committee **DATE:** 24 July 1953

FROM : Acting Chief, Administrative Staff, Logistics Office

SUBJECT: Employee Suggestion - Number 356

1. The following evaluation and comments are made in regard to subject.

2. The suggestion of more extensive use of [REDACTED] for personnel traveling [REDACTED] is under study by the Special Staff, Logistics Office, and an evaluation on this suggestion will be furnished your committee upon completion of their study.

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3. The suggested use of tourist service, where possible, on trans-Atlantic crossings, or for trips to the West Coast is contrary to Agency policy and Standardized Government Travel Regulations promulgated by the Bureau of the Budget. Paragraph 13 of such regulations states that Government personnel traveling on official business are authorized first-class transportation, tourist accommodations are not considered to be first-class transportation.

4. In regard to paragraph c of the subject suggestion, it is not the knowledge of this Office that a high proportion of personnel returning from Europe falsely claim first-class travel and pocket the difference. Existing requirements impose heavy penalties for those who would present fraudulent claims for per diem and/or reimbursement of expenses incident to official travel (up to \$10,000 fine or imprisonment up to 10 years, or both). Inasmuch as claims for reimbursement of travel expenses are processed by the Finance or Fiscal Division, it is believed that this matter should be referred to the Office of Comptroller.

5. The suggestion of more extensive use of tourist or cabin class for ship travel has been under consideration by this office for some time. In fact, appropriate action is being taken to provide for the use of cabin class travel for certain graded employees, on certain vessels, to and from Europe. The use of cabin class travel as mentioned herein is considered to be first class travel and is not to be confused with tourist service previously mentioned in paragraph 3.

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AS/LO/JDD:lmr (23 July 1953)

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